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INTERIM SUPERINTENDENT  
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**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMO #13**

TO: Family Day Care Home Sponsors

FROM: Julie Stark, Supervisor  
Child and Adult Care Food Program

DATE: May 11, 2005

SUBJECT: **FISCAL YEAR 2006 PROVIDER APPLICATION PROCEDURES**

The procedures to be used for the Fiscal Year 2006 provider application process are described in this memorandum. Please duplicate this memorandum in its entirety and distribute to all staff involved in the application process.

**Documents on File with the Sponsor**

The following items must be on file with the sponsor for each provider who will be participating in the Child and Adult Care Food Program during Fiscal Year 2006:

1. FY 2006 SM 4200-H Home Application
2. FY 2006 Provider/Sponsor Agreement
3. When applicable, appropriate documentation related to Tier 1 eligibility
4. Verification of the provider's State of Michigan, Child Day Care registration/license.  
Acceptable documentation of the provider's registration/license includes a copy of one or more of the following:
  - Registration/license
  - State of Michigan, Child Day Care Licensing web page with the provider's name and applicable data highlighted
  - State of Michigan, Child Day Care Licensing CT 140 printout with the provider's name and applicable data highlighted
  - State of Michigan, Child Day Care issuance letter dated after January 1, 2005 that includes all of the following:
    - Name of provider
    - Address of provider
    - License/registration number
    - Statement indicating the license/registration has been issued
    - Effective and expiration dates
    - Terms (capacity, age, etc.) of the license/registration

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**Step 1: Open the FDCH Sponsor Application in CNAP on or after 7/1/2005**

The provider site data for each active site in FY 2005 will carry forward (roll over) to the provider site page in FY 2006. This action (roll over) will occur when the sponsor initially opens the FY 2006 FDCH sponsor application in CNAP. The provider site status will change from active in FY 2005 to inactive for FY 2006.

**Step 2: Activate each provider site application for FY 2006**

1. Review the provider site data carried forward from FY 2005;
2. Update items, if applicable;
3. Check **Yes** to the question, "Is all the data for this site correct?" at the end of the site questions; and
4. Submit the provider application by pressing the SUBMIT button at the bottom of the site page.

**Step 3: Add new providers**

Any provider who is signed up for participation in the Child and Adult Care Food Program and was not an active site in CNAP with the current sponsor for FY 2005 is considered a new provider. Providers who change sponsors or change license numbers are considered "new" providers.

1. Add the provider site data in CNAP; and
2. Press SUBMIT.

**FY 05 and 06 Approval for Providers Added in CNAP after the Rollover**

The provider site data from FY 2005 can not carry forward (rollover) to FY 2006 because the data was not available at the time the sponsor initiated the FY 2006 sponsor application. Therefore, the provider application data will need to be entered and submitted for both fiscal years.

1. Add the provider site data in the FY 2005 application;
2. Press SUBMIT (this is the approval date for FY 2005);
3. Add the provider site data in the FY 2006 application; and
4. Press SUBMIT.

**Approval Date for Renewing Provider**

Any provider who has signed up for the CACFP prior to September 30, 2005 and was an active site in CNAP with the same sponsor will be considered a renewing provider. The approval date will be October 1, 2005 for all renewal FY 2006 applications submitted on or before November 30, 2005.

**Approval Dates for New Providers**

The approval date will be October 1, 2005 for all new FY 2006 applications submitted on or before October 1, 2005. New FY 2006 applications submitted after October 1, 2005 are approved the date the application is submitted via CNAP.

**To Inactivate a Provider Application:**

1. Change the Activity Status on the provider site page; and
2. Press SUBMIT

Throughout the fiscal year the sponsor is responsible for:

- updating all changes to the provider's home application in CNAP; and
- monitoring the provider's registration/licensing status and updating changes in CNAP.

If you have any questions regarding the provider application process please contact Connie Kraft at (517) 335-2403 or [kraftc@michigan.gov](mailto:kraftc@michigan.gov).